

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE   |   | FOR RECORDS MANAGEMENT USE  |                                      |
|--|---|---|--------------------------------------|
| Application Date   | 1. Agency Address<br>Department of Education<br>Office of Vocational Education<br>Division of Vocational Program Management<br>Atlanta, Georgia | Application Number<br><b>81-194</b>   |                                      |
| Application Number   |   | Date Received<br><b>MAR 2 1981</b>  | Date Completed<br><b>MAR 26 1981</b> |
| 2. Person to Contact<br>Curtis Kingsley  |   | Working Title<br>Coordinator  | Telephone Number<br>656-2550         |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void  |   |   |                                      |
| 4. Dates of Series<br>Earliest _____ Latest _____<br>To Date _____   |   | 5. Records Series Title (followed by title used in office; if different)<br>Application for Area/Comprehensive Vocational High School Files |                                      |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br>The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities. |   |   |                                      |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Documents relating to: Determining eligibility for Area/Comprehensive Vocational High School funds.<br>Included are: DE Form 0172, "Application for Area/Comprehensive High School", showing enrollment, survey of current Vocational Education programs, proposed improvements for vocational programs, sources of funds, related budget data, proposed vocational curriculum.<br>File is arranged: Alphabetically by County.   |   |   |                                      |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?  |   |   |                                      |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____   |   |   |                                      |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
| X   |    | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where? <u>Local School Systems</u>               |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify)

\* Upon termination of comprehensive high school programs, remove from active file and place in inactive file; cut off inactive file end of each Fiscal Year; then destroy.

These instructions apply to all prior and future accumulations of the series.

|  |                             |  |                     |
|--|-----------------------------|--|---------------------|
| Agency Head/Designee (Signature)   | Date                        | Records Management Officer (Signature) | Date                |
| <i>[Signature]</i>   | <i>2/25/81</i>              | <i>Walke L. Baumgardner</i>            | <i>2-24-81</i>      |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |                             | State Records Committee (Signature)    | Date                |
|  |                             | <i>[Signature]</i>                     | <i>3-25-81</i>      |
| State Auditor/Designee   | Secretary of State/Designee | Attorney General/Designee              |                     |
| <i>[Signature]</i>   | <i>[Signature]</i>          | <i>[Signature]</i>                     | <i>Mar. 25/1981</i> |
|  |                             |  | <i>3. 25. 81</i>    |